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States Department of State



A Guide to Doing Business With the Department of State


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PASSPORT



UNITED STATES
OF
AMERICA





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SECTION A

- Procurement Program Profile
- Office of Long Range Assessments
and Research
- User Office Contacts





DEPARTMENT OF STATE

Washington, D.C. 20520

October 1982

Procurement Program

Profile

The Department of State is actively seeking qualified small, small minority and female-owned business concerns for participation in contract work generated in the course of its day-to-day operations.

The mission of the Department of State, the making and conduct of foreign policy, does not require a large procurement support program. This is primarily due to the intangible nature of the mission which does not generate the large support programs which exist in many Federal agencies. As a result the domestic procurement pattern (\$100 million in FY 1981) is chiefly of a general housekeeping nature with some international orientation.

The contract spectrum of this procurement pattern breaks down generally as follows:

1. Research and Development

(a) The Department conducts a small ongoing research program, approximately \$600,000 annually, which is primarily in international economic and political research.

(b) The Department pursues an intermittent physical security research and development program devoted generally to improving resistance to terrorist attack on diplomatic installations and personnel.

2. Supply and Equipment

(a) An annual requirement for a comparatively large, approximately \$5 million annually, household furnishings (complete household) presents subcontracting possibilities.

(b) Substantial requirements for communications equipment, usually modified commercially, exist for the Department's worldwide communications network. Very often these must be consolidated with maintenance requirements which sometimes makes them unsuitable for Small Business capabilities.

(c) Physical security equipment, commercially available, in quantities suitable for small business contracts, is required on a continuing basis.

(d) Computer hardware, main frame and peripheral, and software requirements, for usual administrative and statistical purposes, partially networked worldwide, comprise a relatively large ongoing requirement. The software and programming portions are particularly suitable to small business participation.

3. Services

(a) A substantial continuing requirement, which is suitable for small business contract participation, exists for communication equipment maintenance services.

(b) Household goods packing and storage requirements, which are multiply awarded in excess of \$2 million annually, provide an excellent opportunity for small business participation.

(c) An annual requirement of approximately \$750,000 for general labor services is suitable for small business award. Other service requirements such as messenger and clerical are available.

(d) Numerous types of management requirements generate contracts in personnel, financial and other administrative areas. These are often suitable for small business (inclusive of individuals) participation. A \$500,000 annual worldwide local wage survey, currently multiply awarded, is an example.

An exception to the non-program nature of the Department's procurement pattern, as described above, is that associated with the International Narcotics Control program. A substantial portion of the budget for this program is devoted to procurement related to narcotic detection, interdiction, crop substitution, and demand reduction. The foreign detection and interdiction efforts are largely oriented toward aircraft and communications maintenance contracts which, because of their size and the necessarily close relationship with the foreign government involved, do not always lend themselves to small business participation.

All of the procurement activities described above are conducted by the centralized procurement division in the Department, located at 1701 N. Ft. Meyer Drive, Rosslyn, Va. There are additionally, however, a number of decentralized, specialized procurement activities described below:

1. Foreign Buildings Office

(a) Substantial architectural and engineering contract requirements exist related to construction and rehabilitation of diplomatic buildings and installations in foreign countries.

(b) Numerous supply contracts, chiefly for hardware and fixtures to be furnished to construction contractors of foreign sites as government-furnished equipment, are suitable for small business participation.

2. Foreign Service Institute

(a) The major focus of this procurement is upon individual quest lecturers, primarily in the political, economic and foreign area fields.

(b) Book and publication procurement is primarily directly from publishers.

3. Office of Overseas Schools

Operates a very small procurement program in support of American schools in foreign countries.

4. Library

Conducts a small book and publication procurement program, normally directly from publishers.

5. Language Service Division

Contracts with individual translators and interpreters.

U.S. DEPARTMENT OF STATE
OFFICE OF LONG RANGE ASSESSMENTS AND RESEARCH

Que. 1. What is the name of the Department of State's program (or programs) that is most relevant to funding research dealing with policy problems?

Ans. 1. The External Research program. This program is managed by the Office of Long Range Assessments and Research (LAR) located in the Bureau of Intelligence and Research (INR) of the U.S. Department of State.

Que. 2. What kinds of policy research do your relevant programs fund?

Ans. 2. The program focuses on foreign policy problems broadly defined to encompass all regional and functional dimensions of foreign policy.

The program occasionally has supported methodological studies and studies on the policy process itself. This has been a minor part of the program.

Que. 3. What are the names and titles of your appropriate people for potential policy researchers to contact?

Ans. 3. E. Raymond Platig, Director, Office of Long Range Assessments and Research -- 202/632-1342

Warren H. Reynolds, Chief Division of Commissioned Research -- 202/632-0804

Que. 4. What are your general eligibility criteria?

Ans. 4. There are no definitive eligibility criteria. Specifications for most funded projects are developed in-house, and resultant "work statement" then becomes the basis for formal Requests for Proposals (RFP's). In some cases these research requirements are publicized through the Commerce Business Daily and all responding proposals are judged competitively according to their responsiveness to the RFP; the imagination displayed, the quality and experience of the proposers, the perceived utility to the Department, etc. Otherwise, contractor selection is the result of a careful screening process performed by Department officers and consultants to determine which researchers and/or organizations have the capability to perform the required studies, and from those we solicit proposals.

Que. 5. What procedural matters should applicants be aware of such as deadlines, forms, and lead time to allow from the time one applies to the time one is notified of approval or disapproval and an award is made?

Ans. 5. There is no formal application procedure. Unsolicited proposals may be submitted at any time in a form deemed appropriate by the proposer. The program's response time to unsolicited proposals varies greatly depending upon program priorities, the extent to which annual funds are already committed, etc. Acknowledgement of all unsolicited proposals is made within a few weeks.

Que. 6. How large do your relevant contracts or grants tend to be in terms of duration and money, and approximately how many are granted per year?

Ans. 6. Research contracts vary greatly in size and duration: from \$500 to \$100,000; from one week to 18 months. The annual program usually includes about 100 different projects.

Que. 7. What other general information relevant to your agency's program(s) of policy research would be helpful to private researchers?

Ans. 7. The LAR program is responsive to the demands of Department policy units. Its content, therefore, changes from year to year and often during the year to reflect the Department's perception of those problems, pressures and issues on which private scholars and experts can make an essential contribution to the evolution of policy.

The LAR program is primarily one of contracts rather than grants. Grants are issued sparingly as an adjunct to the contract program and only on occasions when its use is more practicable than the contract in given instances -- for example, when an ongoing private research project coincides with a Department office's established research objectives and it is determined that its completion through the award of a grant would prove mutually beneficial to the Department and to the state of the art.

Private researchers will want to be aware of the way in which the program distinguishes among three types of research. And it should be noted that the program supports very few projects that fall within the definition below of "basic research."

Applied Research

- a. Policy Research -- the purpose of which is to identify and weigh policy options, and sometimes makes policy recommendations.
- b. Policy-Related Research -- the purpose of which is to examine situations, forces, factors, and trends selected because they bear upon identifiable instances of future policy choice.

Basic Research -- the purpose of which is to advance and order data, explanation, and methods in fields of knowledge (social sciences and humanities, disciplinary or multi-disciplinary) selected because they are likely to illuminate matters that will figure in future but as yet unspecified policy choices.

Private researchers should also be aware that the program is of very modest proportions; an annual budget of about \$600,000. Finally, it should be stressed that while unsolicited proposals are welcomed, those considered for funding must meet the central criterion of bearing directly and usefully on the Department's discernable and important policy choices.

* * * * *

For further information contact:

Mrs. Barbara W. Morlet
Division of Commissioned Research
Office of Long Range Assessments
and Research (INR/LAR)
Room 6842, New State
Department of State
Washington, D.C. 20520
Tel. 202/632-2759

U.S. DEPARTMENT OF STATE
WASHINGTON, D.C. 20520

USER-OFFICE CONTACTS

ARCHITECTURAL, ENGINEERING AND DESIGN SERVICES
(CONSTRUCTION)

Office of Foreign Buildings
Room 302, SA-6

-Mr. William L. Slayton, Director (A) 235-9491
-Mr. J.W. Morrison (E) 235-9489
-Mr. William F. McCollough (D) 235-9511

AUDIO-VISUAL SERVICES & PRODUCTS

Audio-Visual Services Division
Room B-258, N.S.

-Mr. Robert Hennings 632-1082

Foreign Service Institute (FSI/AV)
Room 212, SA-3

-Mr. Joseph Sadote 235-8722

Office of Security (SY/E&T)
Room 4106, SA-15

-Mr. Edward Lee 235-9461

BUILDING CONSTRUCTION/CONTRACT MANAGEMENT (Foreign)

Office of Foreign Buildings
Room 302, SA-6

-Mr. James B. Lackey 235-2805

BUILDING INTERIOR FURNISHINGS (Foreign)

Office of Foreign Buildings
Room 302, SA-6

-Ms. Susan R. McQueen 235-9440

BUILDING MAINTENANCE & GENERAL SERVICES (Domestic)

General Services Division
Room 1439, N.S.

-Mr. Ronald Gahn 632-1666
-Mr. Jim Mitchell 632-5349
-Mr. Francis R. Martus 632-0516

(includes office machine and equipment maintenance and repair,
labor services, local transportation services, etc.)

CARTOGRAPHIC SERVICES

Office of the Geographer
Room 8749, N.S.

-Mrs. Sandra H. Shaw 632-2156

CATERING SERVICES

Office of Protocol
Room 1238, N.S.

-Mrs. Mary K. Paskus 632-0256

COMMUNICATION EQUIPMENT/MAINTENANCE SERVICES

(includes drafting, servicing communications
equipment at US embassies, repair of UHF/VHF
radio equipment, electronics training, etc.)

Office of Communications
Room 44A26, N.S.

-Mr. Stephen J. Shogi 557-9520

COMPUTER SUPPLIES AND ACCESSORIES

Information Systems Office
Room 1916, N.S.

-Mr. Julian G. Adler 632-2652

Office of Procurement
Room 528, SA-6

-Mrs. Helen Steinacker 235-9533

COOPERATIVE COMMISSARIES AND RECREATION ASSOCIATIONS

(These facilities are managed by employees at the
Foreign Service posts having such cooperatives.
See page 9 of attached list of such posts for
mailing instructions.)

DATA PROCESSING/DATA ENTRY/SOFTWARE SERVICES

a. Information Systems Office
Room 1916, N.S.

-Mr. Karl Sanger 632-9259
-Mr. Harold Niebel 632-2821
-Mr. Julian G. Adler 632-2652
-Ms. Ann Berna 632-2961

b. Bureau of Consular Affairs
Room 1813, N.S.

-Mr. Michael Repasky 632-5730

c. Office of Passport Services
Room 458, SA-17

-Mr. Stewart Bibbs, Jr. (202) 523-4275

d. Office of the Comptroller
Room 1330, N.S.

-Mr. Roger B. Kurland 632-1150

e. Foreign Service Institute

-Mr. Benjamin Acton 235-1213

EDUCATIONAL MATERIALS/SUPPLIES

a. Office of Overseas Schools
Room 234, SA-6

-Mr. Paul T. Luebke 235-1757

b. Foreign Service Institute
Room 1200, SA-3

-Mr. Ronald Martin 235-8790

ELECTRONIC AND PHYSICAL SECURITY SERVICES/EQUIPMENT

Office of Security
Room 38A00, N.S.

-Mr. Wallace H. Gilliam 632-0914

-Mr. Casper J. Pelczynski 557-3510

(includes security engineering, technical security,
counterterrorism, audio countermeasures, personal
protective equipment ((firearms & ammunition)), safety
and escape mechanisms, special first-aid kits, etc.)

ENGINEERING SERVICES (CONSTRUCTION)

Office of Foreign Buildings
Room 302, SA-6

-Mr. J. W. Morrison 235-9489

ENGINEERING SERVICES (NON-CONSTRUCTION)

Office of Security
Room 38A00, N.S.

-Mr. Casper J. Pelczynski 557-3510

Office of Communications
Room 44A26, N.S.

-Mr. Stephen J. Shogi 557-2215

FURNISHINGS AND APPLIANCES, OFFICE AND HOUSEHOLD*

(Includes household and office furniture, floor coverings,
draperies, awnings, etc.)

Office of Foreign Buildings
Room 302, SA-6

-Mrs. Susan R. McQueen 235-9440

*Subcontracting opportunities may also exist within major, competitively
awarded contract of approximately 5 million per annum. Contact
Ms. Sally Allen, 235-1773.

INTERNATIONAL POLITICAL AND ECONOMIC AFFAIRS, AND
SOCIAL SCIENCE RESEARCH

a. Office of Long Range Assessments & Research
Room 6842, N.S.

-Dr. Warren H. Reynolds 632-0804

b. Bureau of Oceans & International Environmental
& Scientific Affairs
Room 7820, N.S.

-Mr. Donald R. King 632-9278

c. Office of the Geographer
Room 8742, N.S.

-Miss Dorothy Bergamaschi 632-1935

d. Bureau of International Narcotics Matters
Room 7336, N.S.

-John J. Conway 632-3450

LABOR SERVICES

General Services Division
Room 1439, N.S.

-Ms. Francis R. Martus 632-0516

LANGUAGE/TRANSLATION SERVICES

Language Services Division
Room 2214, N.S.

-Ms. Nora M. Lejins 632-1528

LIBRARY/SUBSCRIPTION SERVICES

The Library
Room 3239, N.S.

-Ms. Robert W. Hess 632-2053

-Ms. Rosemary Atkinson* 632-2739

MACHINE AND EQUIPMENT MAINTENANCE/REPAIR

General Services Division
Room 1439, N.S.

-Mr. Francis E. Lynn 632-3636

Office of Procurement
Room 528, SA-6

-Mrs. Helen Steinacker 235-9533

*Manages Department's Commercial Library Program

MEDICAL SERVICES/SUPPLIES

Medical Services
Room 2906, N.S.

-Mr. Elmer R. Higgs 632-3616
-Ms. Karen McGrath 632-3527

MENTAL HEALTH CARE/SERVICES

Family Liaison Office
Room 1216A, N.S.

-Ms. Sheppie Abramowitz 632-1076

MICROFILMING/MICROGRAPHICS

Records Management Staff (FAIM/RM)
Room 1239, N.S.

-Mr. William F. Farrell 632-0491

PUBLISHING, PRINTING, REPRODUCTION EQUIPMENT/ SUPPLIES & EDITORIAL SERVICES

a. Publishing Services Division
Room 1853, N.S.

-Mr. Stanley C. Dean 632-7428
-Mr. Theodore F. Mavritte 632-8662

b. Bureau of Public Affairs, Office of
Public Communication

-Ms. Elaine M. McDevitt 632-2353

SAFETY AND RESCUE EQUIPMENT

Office of Security
Room 38A00, N.S.

-Mr. Casper Pelczynski 557-3510

Office of Foreign Buildings
Room 302, SA-6

-Mr. Oris Rives 235-2806
-Mr. Dennis Lundstedt 235-9489

TRAINING*

a. Office of Foreign Service Career
Development & Assignments
Room 26A07, N.S.

-Mr. Geoffrey Ogden 632-3308

*Training programs with Government-wide application should, in most instances, be channeled through the Office of Personnel Management (OPM).

b. Office of Civil Service Career
Development & Assignments
Room 2421, N.S.

-Ms. Theresa A. Manly 632-0947

c. Office of Equal Employment Opportunity
and Civil Rights
Room 3214, N.S.

-Mr. Robert Taylor 632-6061

d. Foreign Service Institute
Room 710, SA-3

-Mr. Gary D. Crawford 235-8770
-Dr. Jessie M. Colson 235-9401

e. Office of Communications
Room 2130, N.S.

-Mr. Paul Del Guidice 632-3641

f. Office of Security
Room 4106, SA-15

-Mr. Al Golacinski 235-9461

TRANSPORTATION/PACKING/SHIPPING

Office of Transportation
Room 1047, N.S.

-Mr. Christopher G. Mayers 632-8783
-Mr. William H. Moran 235-9541

WORK PROCESSING SUPPLIES AND ACCESSORIES

Information Systems Office
Room 1916, N.S.

-Ms. Deborah Glassman 632-5005

Office of Procurement
Room 528, SA-6

-Mrs. Helen Steinacker 235-9533

* * * * *

For further information contact:

Mr. Robert A. Cooper, Jr.
Director, Office of Small and Disadvantaged
Business Utilization
Room 513, SA-6
Tel. (703) 235-9579

or

Mrs. Durie White
Assistant Director of Small and Disadvantaged
Business Utilization
Room 513, SA-6
Tel. (703) 235-9580

Telephone area codes: (202) for numbers beginning with 632
(703) for all others

STATE DEPARTMENT FOREIGN SERVICE POSTS AT WHICH U.S. EMPLOYEES
OPERATE COOPERATIVE COMMISSARIES AND RECREATION ASSOCIATIONS

<u>LOCATION OF OFFICE</u>	<u>TYPE OF OFFICE</u>
Abidjan, Ivory Coast	Embassy
Accra, Ghana	Embassy
Addis Ababa, Ethiopia	Embassy
Algiers, Algeria	Embassy
Amman, Jordan	Embassy
Ankara, Turkey	Embassy
Asuncion, Paraguay	Embassy
Athens, Greece	Embassy
Bangkok, Thailand	Embassy
Beijing, China	Embassy
Beirut, Lebanon	Embassy
Belgrade, Yugoslavia	Embassy
Belize City, Belize	Consulate General
Bogota, Columbia	Embassy
Bonn, Germany	Embassy
Brasilia, Brazil	Embassy
Brussels, Belgium	Embassy
Bucharest, Rumania	Embassy
Budapest, Hungary	Embassy
Buenos Aires, Argentina	Embassy
Cairo, Egypt	Embassy
Canberra, Australia	Embassy
Cape Town, South Africa	Consulate General
Caracas, Venezuela	Embassy
Columbo, Sri Lanka	Embassy
Conakry, Guinea	Embassy
Copenhagen, Denmark	Embassy
Cotonou, Benin	Embassy
Dacca, Bangladesh	Embassy
Dakar, Senegal	Embassy
Damascus, Syria	Embassy
Dar es Salaam, Tanzania	Embassy
Dublin, Ireland	Embassy

Frankfurt, Germany	Consulate General
Freetown, Sierra Leone	Embassy
Geneva, Switzerland	Branch Office
Guatemala, Guatemala	Embassy
Helsinki, Finland	Embassy
Hong Kong, Hong Kong	Consulate General
Islamabad, Pakistan	Embassy
Jakarta, Indonesia	Embassy
Jidda, Saudi Arabia	Embassy
Kabul, Afghanistan	Embassy
Karachi, Pakistan	Consulate General
Kathmandu, Nepal	Embassy
Khartoum, Sudan	Embassy
Kingston, Jamaica	Embassy
Kinshasa, Zaire	Embassy
Kuwait, Kuwait	Embassy
Lagos, Nigeria	Embassy
La Paz, Bolivia	Embassy
Libreville, Gabon	Embassy
Lilongwe, Malawi	Embassy
Lima, Peru	Embassy
Lisbon, Portugal	Embassy
Lome, Togo	Embassy
London, England	Embassy
Madrid, Spain	Embassy
Managua, Nicaragua	Embassy
Manila, Philippines	Embassy
Mexico City, Mexico	Embassy
Mogadishu, Somalia	Embassy
Monrovia, Liberia	Embassy
Montevideo, Uruguay	Embassy
Moscow, USSR	Embassy
Munich, Germany	Consulate General
Muscat, Oman	Embassy
Nassau, Bahamas	Embassy

New Delhi, India	Embassy
Niamey, Niger	Embassy
Oslo, Norway	Embassy
Ottawa, Canada	Embassy
Ouagadougou, Upper Volta	Embassy
Panama, Panama	Embassy
Paris, France	Embassy
Port au Prince, Haiti	Embassy
Port of Spain, Trinidad	Embassy
Prague, Czechoslovakia	Embassy
Quito, Ecuador	Embassy
Rabat, Morocco	Embassy
Rangoon, Burma	Embassy
Rio de Janeiro, Brazil	Consulate General
Rome, Italy	Embassy
Sana, Yemen	Embassy
San Jose, Costa Rica	Embassy
San Salvador, El Salvador	Embassy
Santiago, Chile	Embassy
Santo Domingo, Dominican Republic	Embassy
Sao Paulo, Brazil	Consulate General
Seoul, Korea	Embassy
Sofia, Bulgaria	Embassy
Stockholm, Sweden	Embassy
Tangier, Morocco	Consulate General
Tegucigalpa, Honduras	Embassy
Tel Aviv, Israel	Embassy
Thessaloniki, Greece	Consulate General
Tokyo, Japan	Embassy
Tunis, Tunisia	Embassy
Vienna, Austria	Embassy
Vientiane, Laos	Embassy
Warsaw, Poland	Embassy
Yaounde, Cameroon	Embassy

MAILING ADDRESS FORM

Administrative Officer
 (for Commissary Officer)
 American Embassy*/Post
 Department of State
 Washington, D.C. 20520

*or Consulate General or Consulate, as appropriate

SECTION B

- Memo to Small, Disadvantaged
and Female Business Owners
- Vendor Survey Form
- Federal Offices of Small and
Disadvantaged Business
Utilization (OSDBU)



DEPARTMENT OF STATE

Washington, D.C. 20520

TO: SMALL, DISADVANTAGED AND FEMALE BUSINESS (SD&F) OWNERS

The Department of State is steadily and substantially increasing participation by small and small disadvantaged businesses, female-owned businesses, and labor surplus area businesses in a broad spectrum of acquisitions through the expanded use of small, disadvantaged and female-owned business firms locally, nationally and internationally. These acquisitions range from recurring needs for goods or services to one-time needed procurements or research projects. Good results have been achieved principally through a daily intensive review of acquisitions and/or increased efforts by user offices to locate SD&F suppliers. Also, we have kept close liaison with local and regional offices of the Small Business Administration which has furnished names of suppliers of goods or services. In addition, we search our vendor file, using Product and Service (P & S) codes, to locate prospective suppliers. Using the foregoing methodology, the Department is gradually broadening its base of information on SD&F firms. More and more suppliers in the under \$2,500 acquisition category will be awarded to SD&F firms and, similarly, larger acquisitions should increase substantially.

For example, Washington, D.C., a labor surplus set-aside area, receives many requisitions for services ranging from transportation to software and maintenance of hardware, communications and building maintenance.

Beyond the District of Columbia, SD&F firms in various cities throughout the United States have participated in advertising, architectural and engineering design, computer software services, messenger vehicle maintenance and international affairs research.

In recent months the Department has extended SD&F firm participation in its acquisitions beyond the Continental United States, primarily in the drug abuse and narcotics control program. Administrative statistical research type acquisitions to be performed abroad will also be given to qualified small, disadvantaged and female-owned businesses.

Whenever a conference is held by the Department of State a variety of local facilities are utilized. These are: motel/hotel space, vehicle rentals, telephones, clerical help and advertising.

I invite all firms wishing to do business with the Department of State to compete with other suppliers by asking to be placed on our vendor/bidder's list. Please see attached application. If you do

not have a Dun and Bradstreet number the Department will obtain one for your firm. Also, please list up to five (5) products and/or services offered by your firm. When complete, please remit to:

Small/Minority Business Enterprise
Coordinator
M/SDBU, Room 513, SA-6
Department of State
Washington, D.C. 20520

If there are any questions, please call Mr. Robert A. Cooper, Jr. or Mrs. Durie N. White on 703/235-9579. Thank you for your interest in being of service to the Department of State.

Sincerely,

/s/

Gerald L. John
Chief, Procurement Division
Office of Supply, Transportation
and Procurement

Enclosure:

Vendor File Data Sheet

May 1982

VENDOR SURVEY FORM

DUN AND BRADSTREET NUMBER (9 DIGITS) _____

MASTERDUNS (STATE DEPT. USE ONLY) _____

COMPANY NAME _____

COMPANY DIVISION _____

STREET ADDRESS _____

TELEPHONE NUMBER (999-123-4567) _____

CITY _____ STATE _____ ZIP _____

COUNTRY _____

COMPANY CONTACT _____

	<u>YES (Y)</u>	<u>NO (N)</u>
EDUCATIONAL INSTITUTION	_____	_____
NON-PROFIT ORGANIZATION	_____	_____
SMALL BUSINESS	_____	_____
MINORITY OWNED BUSINESS	_____	_____
*FEMALE OWNED BUSINESS	_____	_____
AMERICAN INDIAN OWNED BUSINESS	_____	_____
§(a) CERTIFIED BUSINESS	_____	_____
DATE FIRM ESTABLISHED (YYMMDD)	_____	_____

* FOR FEMALE OWNED BUSINESS THE NUMBER ONE IS USED TO INDICATE AN AFFIRMATIVE REPLY AND THE NUMBER TWO FOR A NEGATIVE REPLY.

PRODUCT OR SERVICE CODE(S) COVERING THE TYPES OF GOODS OR SERVICES PROVIDED. (SHOULD THIS INFORMATION NOT BE AVAILABLE, PLEASE INDICATE BELOW THE TYPE OF GOODS OR SERVICES PROVIDED BY YOUR FIRM)

FEDERAL OFFICES OF SMALL AND DISADVANTAGED BUSINESS UTILIZATION (OSDBU)

Directory of Directors and Women in Business Representatives (WIBR)

The following offices offer small businesses information and guidance on procurement procedures; how to be placed on a bidder's mailing list; and identification of both prime and subcontracting opportunities.

Departments

Women in Business Representatives

Department of Agriculture
14th & Independence Ave., S.W.
Room 127WV
Washington, D.C. 20520
Telephone: 447-7117
Attn: Mr. Preston Davis,
Director, OSDBU

Ms. Belinda Ward
(202) 447-7117

Department of Commerce
14th & Constitution Ave., N.W.
Room 5029A
Telephone: 377-1472
Attn: Mr. William Wheeler,
Director, OSDBU

Ms. Brenda Black
(202) 377-1472

Department of Defense
The Pentagon - Room 2A340
Washington, D.C. 20307
Telephone: 697-1481/697-1151
Attn: Mrs. Norma Leftwich,
Director, OSDBU

Mr. Tim Foreman
(202) 697-1688

Department of the Air Force
The Pentagon - Room 4C255
Washington, D.C. 20330
Telephone: (202) 697-4126
Attn: Mr. Donald Rellins,
Director, OSDBU

Department of the Army
The Pentagon - Room 2E577
Washington, D.C. 20301
Telephone: (202) 697-2868
Attn: Ms. Juanita Watts,
Director, OSDBU

Department of the Navy
Building 5 Crystal Plaza, Room 400
Washington, D.C. 20360
Telephone: (202) 692-7122
Attn: Mr. Richard D. Ramirez, OSDBU

Defense Logistics Agency
Cameron Station
Alexandria, Va. 22314
Telephone: 274-6471
Attn: Mr. Raymond Dellas,
Director, OSDDBU

Mr. Dan Gill
(703) 274-6977

Department of Education
400 Maryland Ave.
FOB-6, Room 3021
Washington, D.C. 20202
Telephone: 245-9582
Attn: Mr. Jerry Sutton
Director, OSDDBU

Department of Energy
1000 Independence Ave., S.W.
Room 1E061
Washington, D.C. 20585
Telephone: 252-8201
Attn: Mr. John Shepard,
Director, OSDDBU

Mr. Frank Schuler
(202) 252-9064

Department of Health and Human Services
400 Independence Ave., S.W.
Room 624E
Washington, D.C. 245-7300
Attn: Mr. Richard Clinkscales,
Director, OSDDBU

Department of Housing & Urban Development
7th & D Streets, S.W.
Room 10224
Washington, D.C. 20240
Telephone: 755-1428
Attn: Ms. Bernice Williams,
Director, OSDDBU

Department of the Interior
18th & C Streets, N.W.
Room 2527
Washington, D.C. 20240
Telephone: 343-8493
Attn: Ms. Charlotte Spann,
Director, OSDDBU

Department of Justice
10th & Pennsylvania Ave., N.W.
Washington, D.C. 20530
Telephone: 724-7839
Attn: Mr. Enos Roberts,
Director, OSDDBU

Department of Labor
200 Constitution Ave., N.W.
Room S-1004
Washington, D.C. 20210
Telephone: 523-9148
Attn: Mr. Walter Terry,
Director, OSDBU

Ms. Katherine Lee
(202) 523-9151

Department of State
Room 513 (SA-6)
Washington, D.C. 20520
Telephone: (703) 235-9579
Attn: Mr. Robert A. Cooper,
Director, OSDBU

Mrs. Durie N. White
(703) 235-9580

Department of Transportation
400 7th St., S.W.
Washington, D.C. 20590
Telephone: 426-1930
Attn: Dr. Melvin Humphrey,
Director, OSDBU

Ms. Claudia Speakes
(202) 426-1902

Department of the Treasury
15th & Pennsylvania Ave., N.W.
Room 808
Washington, D.C. 20220
Telephone: 566-9616
Attn: Ms. Linda Coffin, Asst. Director,
Office of Business Affairs, OSDBU

Ms. Mary M. Best
(202) 566-9616

Agencies

ACTION

1735 I St., N.W., Paramount Bldg. (Loc.) Mr. Bart Crivella
806 Connecticut Ave., NW (Mailing Add.) Director of Equal Opportunity
Washington, D.C. 20525 (202) 254-5940
Telephone: 254-5350
Attn: Mr. Keith Sandridge,
Director of Contract & Grants Division

Administrative Office of the United States Courts

Paul R. Truell, Chief
Procurement and Property Management
Branch/Washington, D.C. 20544
Telephone: 633-6239

AID - Office of Business Relations Mr. Jerome A. Paterson
International Development Cooperation (703) 235-2274
Agency

Washington, D.C. 20532
Telephone: 235-1822
Attn: Ms. Barbara Otis, Director,
Office of Business Relations

Civil Aeronautics Board

Dan McKinnon, Chairman
Washington, D.C. 20428
Telephone: 673-5164

Commodity Futures Trading Commission

Joseph F. Mink
Director, Administrative Services Division
2033 K Street, N.W.
Washington, D.C. 20581
Telephone: 254-9735

U.S. Consumer Product Safety Commission

Ms. Nancy Harvey Steorts, Chairman
Washington, D.C. 20207
Telephone: 634-7740

Environmental Protection Agency

401 M Street, S.W. Ms. Margie Wilson
Washington, D.C. 20460 (202) 382-4591
Telephone: 382-4591
Attn: Mr. Robert J. Knox,
Acting Director, OSDBU

Executive Office of the President Mr. Strat D. Valakis Director, Office of Procurement and Contracts

Old Executive Office Bldg., Rm. 424
Telephone: (202) 395-3314
Washington, D.C. 20500

Mr. Russell Peyton
395-3314

Export-Import Bank
811 Vermont Ave., N.W.
Washington, D.C. 20571
Telephone: 566-8951
Attn: Mr. Paul Stavrou,
Director, OSDBU

Farm Credit Administration
Mr. Paul C. Redmer
Small & Disadvantaged Business Coordinator
490 L'Enfant Plaza
Suite 4000
Washington, D.C. 20578
Telephone: (202) 755-4394

Federal Communications Commission
Margaret Anthony
Acting Chief, Procurement Branch
1919 M Street, N.W.
Washington, D.C. 20554
Telephone: 634-1528

FDIC
Stephen N. Graham
Assistant Director
Fiscal and Facilities Mgmt. Branch
550 17th St., N.W.
Washington, D.C. 20529
Telephone: (202) 389-4711

Federal Home Loan Bank Board
1700 G Street, N.W.
Washington, D.C. 20552
Telephone: 377-6245
Attn: Mr. Albert Cook,
Director, OSDBU

Federal Maritime Commission
Mr. Lee Gray
Chief, Administrative Services Division
Telephone: (202) 523-5900
Washington, D.C. 20573

Federal Mediation & Conciliation Service
Mr. Dan Funkhouser
Director of Administrative Services
Telephone: (202) 653-5310
Washington, D.C. 20427

Federal Emergency Management Agency
500 "C" St., S.W., Rm. 728
Washington, D.C. 20472
Telephone: 287-3826
Attn: Mr. Steve Goodman, Chief
Acquisition Management Division

Federal Trade Commission
600 E Street, N.W.
Washington, D.C. 20580
Telephone: 376-7916
Attn: Mr. Robert Walton,
Director, OSDBU

Mr. Hugh Wahl
(202) 376-7916

Foreign Claims Settlement
Commission of the United States
Richard W. Yarborough, Chairman
Telephone: 633-6159

Ms. Francis T. Masterson
(202) 653-6115

General Services Administration
18th & F Streets, N.W.
Room 6002
Washington, D.C. 20405
Telephone 566-1021
Attn: Mr. William F. Madison,
Director, OSDBU

Ms. Darlene Freear
(202) 566-1021

International Communication Agency
1717 H Street, N.W., Room 613
Washington, D.C. 20547
Telephone: 653-5570
Attn: Mr. Phillip Rogers,
Director, OSDBU

Ms. Joyce Washington
(202) 653-5570

Interstate Commerce Commission
Virgil Schultz, Chief
Section of Administrative Services
Telephone: 275-7384

Mr. James Piper
(202) 275-0891

National Aeronautics and Space
Administration
FB-10B-Code K
600 Independence Ave., S.W.
Washington, D.C. 20546
Telephone: 755-2288
Attn: Mr. Eugene Rosen, OSDBU

National Credit Union Administration
1776 G Street, N.W.
Washington, D.C. 20456
Telephone: 357-0157
Attn: Mr. James R. Randolph, Jr.,
Director, Division of Administrative Services

National Endowment for the Humanities
Mr. Victor Loughnen
Director of Administration
806 15th Street, N.W.
Washington, D.C. 20506
Telephone: (202) 724-0308

Mr. Wendell Willkie
(202) 724-0308

National Labor Relations Board
1717 Pennsylvania Ave., N.W.
Washington, D.C. 20570
Telephone: 254-9200
Attn: Mr. Earnest Russell,
Director, OSDBU

Mr. William Roberts
(202) 633-0623

National Science Foundation
1800 G Street, N.W.
Washington, D.C. 20550
Telephone: 357-7464
Attn: Mr. Theodore W. Wirths,
Director, OSDBU

Nuclear Regulatory Commission
Mail Stop 7217 MNBB
Washington, D.C. 20555
Telephone: 492-4665
Attn: W.B. Kerr, Director, OSDBU

Ms. Ruth Anderson
(202) 492-7082

Office of Personnel Management
1900 E Street, N.W.
Room 5454
Washington, D.C. 20415
Telephone: 632-6161
Attn: Mr. Blair Ewing,
Director, OSDBU

Pennsylvania Avenue Development Corp.
425 13th Street, N.W.
Washington, D.C. 20004
Telephone: 566-0402
Attn: Ms. Gerri Porter,
Director, OSDBU

U.S. Government Printing Office
Director, Office of Procurement
Robert Armentrout
Washington, D.C.
Telephone: 275-2470

Mr. Tom Hughes
275-2701
Pat Havey
275-2265

U.S. Postal Service
475 L'Enfant Plaza West, S.W.
Washington, D.C. 20260
Telephone: 245-5663
Attn: Mr. Peter Evanko,
Small Business Liaison

Railroad Retirement Board
425 13th Street, N.W.
Washington, D.C. 20004
Telephone: 724-0121
Attn: Mr. John C. Ficerai,
Director, OSDBU

SECTION C

-Subcontracting Opportunities

Large Prime Contractors Offer-
ing Subcontract Opportunities

Drexel Furniture
Contract Division
Drexel, N.C. 28619
Attn: Mr. Richard Gordon
704-433-3185

Planning Research Corp.
Rm. 6W3
1500 Planning Research Dr.
McLean, Va. 22102
Attn: Patricia Bowles
703-556-1744

Price Waterhouse
1801 K Street, NW
Washington, D.C. 20006
Attn: Joanne Thomas
524-1188

Gould, Inc.
2727 Kurtz St.
San Diego, Calif. 92110
Attn: Patrick Keene
714-291-4211
(for power line conditioners)

Wang Laboratories
One Industrial Ave.
Lowell, MA. 01851
Attn: Mr. Joe Narbut
617-459-5000

Howard Grad)
Fidelity Storage Corp.)
P.O. Box 10257)
Alexandria, VA. 22310)
971-5300)

John Bartko)
District Moving & Storage Inc.)
3850 Penn Belt Place)
Forestville, MD. 20028)
(301) 420-3300)

Fred Lyles)
Victory Van Corp.)
950 S. Pickett St.)
Alexandria, VA.)
751-5200)

Subcontracting Opportunities
Available

Lumber, Fabrics, Finishing
materials, Hardware

Standard Supplies; ADP Pro-
fessional Services

Administrative Support, incl.
Graphic Services, audio-visual
services, printing/reproduc-
tion services; ADP Support;
Training methods support

Electrical parts, metal works

Electrical parts

boxes, crates and other packing
material

Frederick Paxton)
Paxton Van Lines Inc.)
5300 Port Royal Road)
Springfield, VA.)
321-7600)
D. W. McCreight)
Great American Van & Storage, Inc.)
4607 Eisenhower Avenue)
Alexandria, VA. 22314)
751-4400)

boxes, crates and other parking
material

Large Prime Contracts (over
\$500,000) in the Construction/
A&E Field

Circle Industries Corp. (Lg.)
4817 Baldwin Street
Bronx, NY 10470
Attn: Mr. William Murdock
516-334-1323
Dollar value: \$300,000

Aegis, Inc. (SB)
Watergate 2600
2600 Virginia Ave., N.W.
Washington, D.C. 20037
Attn: Mr. William Zuleta
202-342-0200
Dollar value: \$1.2 million

"SOCODIMA"
Societe de Construction et de
Distribution de Materiéux
BF 2934
Libreville, Gabon
Director: R. Patricelli
Prime contract is for 6 units
of staff residences in
Libreville, Gabon
Dollar value approx \$1,361,665

Sociedade de Construcoes
Soares da Costa, SARL.
Av. da Boavista 2300
4100 Porto
Portugal
Attn: Vidal Ferreira
For recreation center and houses
(U.S. Embassy) in Guinea Bissau
Dollar value: \$1,471,000

Kramico, S.A.E.
54, El-Batal Ahmed Abdul Aziz St.
PO Box 47
Mohandessen, Cairo, Egypt
Attn: Gopal Pillai, Project
Director
telex 93385 MACUN
tel. 716069 or 716954
For construction of an embassy
office building in Cairo
Dollar value: \$27,749,731

Subcontracting Opportunities
Available

Lath and plaster, ceramic &
tile, acoustical treatment

Gym flooring, window treatment,
fin tube covers, mountable parti-
tions, flush wood doors, rolling
doors, acoustical ceiling tile,
resilient tile flooring, wall
covering, metal toilet partitions,
movable partitions, swimming pool
equipment, sauna rooms, bowling
alleys

various subcontracting opportuni-
ties normally associated with a
turnkey job are available

various subcontracting opportuni-
ties available

Materials exempt from provisions
of the Buy American Act are as
follows: cement, sand, gravel,
concrete additive, reinforcing
steel, underground piping & conduits,
anchorage devices, foundation
waterproofing or insulation, form
work materials and piling; materials
for structural concrete, structural
steel, masonry work, building
insulation, miscellaneous iron and
steel, sheet metal work, plaster-
ing, air conditioning ducts and
landscaping. All other materials
must be of U.S. origin.

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FLARE